



Manager's Report

For Council Meeting 7/24/01

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Designers Palette	115 Alpine Dr SE	Home Salon
Home Sweet Home	775 Gateway Dr SE #1210	Cleaning Service
K & K Recovery Service	307 Wildman St NE	Repossession
MAF Associates	638 Meade Dr SW	Financial Services
Touch of Class at Meadow Glen	315 Dry Mill Rd SW	Hair Salon

PERSONNEL

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Deboarh Parry	Administrative Associate I	Clerk of the Council
Jamie Matthews	Utility Plant Operator Trainee	Water Treatment
Michael Price	Utility Maintenance Worker I	Water Pollution Control
Jessica Hale	Recreation Program Manager	Parks and Recreation
Dean Smith	Maintenance Worker I	Airport

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
None		

PLANNING AND ZONING

Current Planning Division Activity

Plans accepted for review during the period July 3, 15, 2001-July 15, 2001

- NOVEC Sketch Plan for 3000 square foot a building addition, -Lee Phillips
- Catoctin Circle Trail, 1st Submittal – Construction of a Pedestrian/Bike Trail
- Woods Edge Drive, 2nd Submittal- Public Road Improvements, -Nick Colonna
- Turner Wilson, Preliminary Plat, 2nd Submittal for 12 single Family Homes-Nick Colonna
- Potomac Station Section 10, Construction Drawings 3rd Submittal, Construction of 155 Townhomes, -Delane Parks
- Potomac Crossing 2E, 2nd Submittal, Construction of 35 Townhomes-Nick Colonna

Plans reviewed or completed during the period July 3, 2001- July 15, 2001

- MacDonald's @ Leesburg P, No Adverse Impact Plan, Building Expansion-Lee Phillips
- Edwards Landing Phase 2b, 3rd Resubmission, Construction of 71 Signal Family Homes-Nick Colonna
- Edwards Landing Section 2B Recreation Center, 1st Submittal-Nick Colonna
- Beauregard Estate Phase 5, 1st Submission, 9 Lot Single Family Subdivision, -Delane Parks
- Tavistock Farms Boundary Line Adjustment, 1st Submittal-Delane Parks
- Hampton Inn, Preliminary/Final Development Plan Forwarded to Planning Commission for Conditional Approval, Public Meeting, 7/19/01-Nick Colonna
- Route 621 Park, 2nd Submission, Preliminary Final Development Plan, -Delane Parks
- Leesburg Plaza Office Building, Preliminary/ Final Development Plan, 1st Submittal, Construction of a 41, 000 square foot Office Building-Nick Colonna
- Chelsea Outlet Mall, Boundary Line Adjustment, 1st Submission, -Nick Colonna

Comprehensive Planning Division Activity (regarding Rezonings and Special Exceptions) thru July 16, 2001**Rezonings:**

- Potomac Crossing Concept Plan and Proffer Amendment, and Town Plan Amendment – Vote postponed at July 10, 2001 post public hearing meeting to an unknown date. -Randy Hodgson
- Catoctin Square – Still at Planning Commission- Randy Hodgson
- Hawkins – Tentatively scheduled for Planning Commission briefing August 2, 2001-Nancy Costa
- Tavistock – In review process by staff – no meeting dates scheduled yet-Nancy Costa

Special Exceptions:

- Khalid, Rise and Shine Day Care – Planning Commission Briefing July 19, 2001-Nancy Costa

ZONING PERMITS 01-994 TO 01-1064**NEW CONSTRUCTION RESIDENTIAL**

Beauregard Heights 3 SFD @ \$125,000

Potomac Station 10 SFD @ \$105,000

Drymill 8 SFA @ \$65,000

Stowers 1 SFD @ \$100,000

Woodlea 3 SFD @ \$100,000

Potomac Crossing 2 SFD @ \$105,000

NEW CONSTRUCTION COMMERCIAL

none

OCCUPANCY PERMITS

Evergreen Mills 2 SFD

Potomac Station 7 SFD 1 SFA

Tavistock Farms 4 SFA 2 SFD
 Beaugard Heights 1 SFD
 Potomac Crossing 2 SFD
 Kincaid Forest 1 SFD

OCCUPANCY PERMITS COMMERCIAL

750 Miller Dr Suite 100 Leesburg Air Park
 908 Trail View Blvd Office Building #5 Leegate

UTILITIES

Water & Sewer Administration

Director of Utilities Randy Shoemaker and Utilities Engineer Amy Wyks recently attended the 32nd Annual Meeting of the Chesapeake Water Environment Association in Ocean City, MD. There were numerous position papers presented on the Chesapeake Bay 2000 Tributary Strategies and resident impacts on future discharge regulations relating to the Maryland T.M.D.L. (Total Maximum Daily Loading) Program .

Water Supply Division

a. Commercial Laboratory Activities 07/17/2001

The Water Supply Division performed the following testing for contract clients this period:

<u>Type of Testing</u>	<u># of Samples</u>	<u>Revenue Generated</u>
Bacti Testing	79 x \$25.00	\$1,975.00
Manganese	4 x \$15.00	\$ 60.00

b. Commercial Water Hauling Operations

\$10.00 daily fee x number of days/trucks	<u>24</u>	= Revenue Generated	\$ <u>240.00</u>
\$3.75/1000 gals x gals hauled	<u>348,805</u>	= Revenue Generated	\$ <u>1,308.02</u>
	Total Revenue		\$ <u>3,583.02</u>

c. Finished Water Pumping Operations

Average daily demand: 4,233,700 gallons
 Maximum Day Demand: 4,789,800 gallons

d. Capital Projects Update

Water Treatment Plant Upgrade to 10 MGD

The contractor is performing the following major operations:

- Conducting mechanical and electrical operations
- Performing painting and special coating applications

- Control system configuration and equipment calibrations are in progress
- New filter and chemical equipment are being placed in service
- Installing laboratory furniture

WTP Expansion Project Status

Dollar value complete 97.5% Time Elapsed 128%

The contractor continues to be approximately 199 days behind schedule.

Project substantial date was December 28, 2000.

No time extension has been agreed upon, therefore, liquidated damages are being withheld at a rate of \$1,000.00 per day.

Water Pollution Control Division

Capital Projects

Biological Nutrient Removal Upgrade (BNR)

- Construction value is 94 % completed, construction cost to date is \$5,477,501 with current construction cost at \$5,853,670 (\$67,559 in change orders and \$180,372 received in the tender agreement).
- Final completion is approximately 15 days behind the extended date of July 22, 2001.
- Grant Funds received to date: \$6,107,319 with an approved balance of \$280,415 and approximately \$127,600 in additional grant eligible costs, which will be requested under grant modification number 3 at the completion of the BNR and BMU projects.

Biosolids Management Upgrade (BMU)

- Construction value is 77 % complete. Construction cost to date is \$7,570,104 with current construction cost at \$9,887,189 (\$6,204 in change orders and \$455,985 received in the tender agreement).
- Construction is on schedule to meet the extended completion date of September 14, 2001.
- Loan funds received to date: \$10,682,071 with a balance of \$317,929.

Utility Lines Division

a. Installations made during this period:

Install new service connection at Paxton Well.

b. Repairs

1. Repair cleanout at 1109 Janney Street.
2. Repair 8" water main break on Rt. 7 - 800' west of shop entrance.
3. Repair water services at 106 Meadow Brook Ct. (broken by contractor).

4. Repair water service at 124 Cedar Grove Place (broken by contractor).
5. Repair broken cleanout at 205 Royal Street.
6. Repair broken water services at Meadow Glen on Dry Mill Road (broken by contractor).
7. Repair broken meter box lid at #2 West Market Street.
8. Repair broken cleanout at 311 Belmont Drive & remove blockage (roots).
9. Remove blockage from main in easement on William Street (roots).
10. Repair sample station on Woodlea Drive (replace seat).
11. Replaced P.R.V. at #2 Governor's Drive.
12. Replace entire water services at F&M Bank on Catoctin Circle.
13. Repair broken cleanout at 345 Bridle Crest Square.

c. Training

Safety Training was held covering Book #6 (First Aid & CPR) and Book #7 (Drug & Alcohol Program). Mike Nolan and Ken Binder attended Radio Read Demo at L.C.S.A.

Routine items include: turn on's & off's, water meter readings, complaint investigations, rodding & cleaning sanitary sewer troublespots, marked w/s lines for contractors & citizens, vehicle & ditch maintenance, bushhogging

Working with contractor to complete the fire hydrant painting.
Working with contractor to start next phase of sewer re-lining project.

d. Summary Programs

Performed completer maintenance on 62 fire hydrants
Installed 5 New Radio Read units. (Retro-fit existing meters).
New connections to town utility system: 46
Total number of water leak repairs: 4
Responded to 654 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time Positions being recruited as of July 20, 2001

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
<i>Executive</i>	1	Management Intern	7/1/01	√	√	√	√	√	√
<i>Econ Dev</i>	1	Econ Dev Director	5/7/01	√	√	On hold			
	1	Admin Secretary	3/9/01	√	√	On hold			
<i>Eng & PW</i>	1	Asst Building Supt	1/24/01	√	√	√	√	√	√
	1	Engineer I – Spec Proj	1/24/01	√	√	√			
	1	Engineer I – Traffic	1/24/01	√	√	√			
	1	Inspector Supervisor	5/22/01	√	√				
<i>Finance</i>	1	Purchasing Associate	7/1/01	√	√	√	√	√	√
	1	Managmt/Budget Analyst	6/25/01	√	√				
<i>Parks & Rec</i>	1	Admin Assoc II	9/01	√	√	On hold			
<i>Personnel</i>	1	Human Resources Director	7/1/01	√	√				
<i>P&Z</i>	1	Planner	7/1/01	√	√				
<i>Police</i>	4	Police Officer	7/1/01	√	√	√	√	√	
<i>Util Lines</i>	2	Util Maint Worker II	7/1/01	√	√				
	1	I/I Technician	7/1/01	√	√				
<i>Water Treatmt</i>	1	Water Trtmt Plant Suprv	7/1/01	√	√				
<u>TOTAL</u>	20								

R. S. Noe